

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

BPA NO. 1. CONTRACT ID CODE PAGE 1 OF PAG

2. AMENDMENT/MODIFICATION NO. M003	3. EFFECTIVE DATE 01/19/2006	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY U.S. Nuclear Regulatory Commission Division of Contracts Contract Management Branch No. 1 Mail Stop T-7-I-2 Washington, DC 20555	CODE 3100	7. ADMINISTERED BY (If other than Item 6) U.S. Nuclear Regulatory Commission Division of Contracts Mail Stop T-7-I-2 Washington, DC 20555	CODE 3100

E. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  SPS CONSULTING, LLC  7910 WOODMONT AVE STE 1100  BETHESDA MD 208144300	(X)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-10-04-398 3 Modification No. 3
	X	10B. DATED (SEE ITEM 13) 09-15-2004
CODE	FACILITY CODE	

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
 (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) X0200 252A B1452  
64015-5B1306 Obligated Amount: \$10,000

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	52.214-4 (c)
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor  is not,  is required to sign this document and return 2 copies to the Issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  
 The purpose of this modification is to (1) provide incremental funds of \$10,000; (2) revise the existing Statement of Work under Task Order No. 3 to include overtime and to allow the secretary to support the entire Office of Administration (not just one branch) at no change in cost to NRC (ATTACHMENT 1); and (3) change the Technical Monitor to Susan Bellosi. Accordingly, the task order is hereby modified as follows: 1. The second sentence of the second paragraph of the definitization letter is revised as follows: "Funds in the amount of \$21,313.56 are hereby obligated for performance of this task order for the option period."  
 All other terms and conditions of the subject task order remain unchanged. A summary of obligations is provided below: FY04 Obligations: \$20,000; FY05 Obligations: \$50,000; and FY06 Obligations: \$10,000. Cumulative Obligations: \$80,000. This modification obligates FY06 funds in the amount of \$10,000.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) <i>Toby Studley, President/CEO</i>	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Paulette Smith Contracting Officer
15B. CONTRACTOR/OFFEROR: <i>[Signature]</i> (Signature of person authorized to sign)	15C. DATE SIGNED 3/27/06
16B. UNITED STATES OF AMERICA BY <i>[Signature]</i> (Signature of Contracting Officer)	16C. DATE SIGNED 3/21/06

STANDARD FORM 30 (REV. 10-83)

TEMPLATE - ADM001

**SISP REVIEW COMPLETE**

**ADM002**

**U.S. NUCLEAR REGULATORY COMMISSION  
OFFICE OF ADMINISTRATION**

**PERFORMANCE WORK STATEMENT  
CLERICAL SUPPORT SERVICES**

1. **Background:** The NRC office of Administration (ADM) provides and coordinates a wide variety of support for the NRC Headquarters location necessary for the day-to-day operations of the agency. The office of ADM consists of the front office and three divisions.
2. **Objective:** The Contractor shall provide qualified personnel, equipment, tools, materials, supervision, and other items and services necessary to successfully perform all administrative and clerical support tasks as defined in this performance work statement (PWS) with the exception of all Government furnished property, materials, supplies, and services. The contractor shall assume the Government will make available all equipment and materials needed for performance of this work statement. The staff will be assigned to the NRC Headquarters in Rockville, Maryland.
3. **Contractor Responsibilities and Scope of Work:** The services performed under this task order by the contractor, contractor's personnel, consultants, or subcontractors are provided by the contractor and are an independent contractor in performing the requirements set forth herein. The contractor is responsible for the management, supervision, benefits, employment, termination, oversight and decisions on assignments of the contractor's personnel. The contractor is responsible for its personnel's proper conduct and performance under this task order. The range of contractor administrative services and clerical support to ADM that shall be provided under this task order include the following:
  - o The Contractor shall ensure that staff are proficient in the use of the following computer applications necessary to perform the work described in this contract. In addition, the following skills are required to assist with completion of ADM goals and objectives.
    - Corel Office 10/11/12 (WordPerfect, Presentations, QuattroPro)
    - Microsoft Office 2000/XP(2002)/2003 (Word, PowerPoint, Excel, Access)
    - Electronic Mail System (GroupWise)
    - Electronic Calendar System (GroupWise)
    - Internet Browsers (primarily Internet Explorer 6)
    - Typing
    - Able to organize work assignments and operate independently
    - Ability to communicate orally and in writing with a wide variety of both internal and external customers.
    - Ability to utilize automatic communication techniques (fax, voice messaging, scanner, LCD computer projector, email, etc)
    - Ability to perform routine and preventive maintenance to replenish paper and toner for the copier, printer, and fax machines.
    - Ability to manage federal government office mail distribution services and postage accounting.
  - o The contractor shall provide the NRC onsite administrative, clerical, and office management support services to maintain critical day-to-day business operations

associated with the centralized management of IT and IM services. The following are examples of specific Tasks (known to date) to be associated with this contract:

Contractor shall place clerical staff in response to work requests received from ADM at locations and within time frames specified by the agency. Locations may include one or all of the areas located within ADM.

- o **Report Preparation.** Prepare material for ADM reports including technical, tracking, cost-accounting, and other administrative reports. Prepares final technical reports and cover letters and memoranda using draft input from ADM staff. Independently prepared administrative reports using input from data bases and ADM staff.
- o **Provide Meeting and Conference Coordination Services.** The Contractor shall coordinate with ADM staff to prepare for meetings, conferences, exhibits, teleconferences, and video conferences. Performance requires making arrangements by telephone, e-mail, or the NRC electronic Meeting Room Scheduling System. This support shall include activities such as reserving meeting conference rooms, notifying participants, assisting in meeting agendas and forwarding agendas out to meeting participants ahead of time, arranging for equipment and taking minutes. Meetings will be arranged according to specifications of the requester. Minutes are recorded, typed in the proper format, and distributed as directed.
- o **Manage all incoming and outgoing telephone calls.** Answer office telephone(s), courteously within 3 rings and transfer calls to appropriate individuals within ADM. Performance shall include recording and transmitting messages in a timely manner.
- o **Receive visitors in accordance with the NRC security procedures.** Contractor shall greet visitors, respond to questions, refer more complex requests to higher-level staff, and direct or escort visitors to appropriate ADM personnel.
- o **Office Reproduction Services.** Perform reproduction tasks as requested, using the NRC photocopier, scanner, and printer. Contractor shall reproduce letters, reports, directives, manuals, articles, bulletins, and other typed or handwritten documents within the time frame specified by the requester. Contractor shall clear paper jams and perform routine preventative maintenance to replenish paper and toner and ink cartridges. Makes appropriate contacts with both internal and external sources for needed repair and maintenance.
- o **Office Mail Distribution Services.** Verify that incoming mail is correctly addressed to division or office and shall distribute mail and packages to appropriate staff. Performance shall include addressing outgoing correspondence, informational packets, and other shipments for distribution. Incoming mail will be opened daily, date stamped, logged if applicable and distributed. Outgoing mail will have correct mailing address and will be sent daily according to method indicated by sender.
- o **Process Faxes.** Incoming faxes will be retrieved and distributed to proper person upon receipt. Outgoing faxes will be sent according to specifications of the requester.

- o **Place Requests for Office Supplies, Equipment, Furniture, and Services.** Contractor shall monitor ADM office supply inventory levels and prepare an order list for requisitions. When preparing requisitions and securing receipts for equipment and supplies. The Contractor will follow the guidelines provided by the requesting manager and will order from agency ADM designated supply source(s).
- o **Prepare and Manage NRC Staff Calendars.** Contractor shall manage ADM activity calendars for meetings, appointments, travel, and training. Activity calendars are maintained to keep information current. Staff schedules are maintained and forwarded as designated by requester.
- o **Process Travel Requests.** The Contractor shall process travel requests, travel vouchers, and make travel cost comparisons, record, and schedule and arrange travel for ADM staff. Contractor shall work with the staff to schedule and coordinate travel plans, transportation, accommodations, and other travel requirements through appropriate sources and process travel vouchers upon return within 3 business days. All associated travel documents will be prepared in accordance with appropriate NRC travel regulations and guidelines.
- o **Provide File Management Services.** The Contractor shall provide electronic and manual file management activities, including file system implementation, sorting, arranging, and coding of documents for a current and/or new filing system according to NRC guidelines in a timely fashion. File maintenance activities include establishing, tracking, and maintaining documents in ADAMS, the Agency-wide Documents Access and Management System as well as the entry, retrieval, and return of documents and filing of those materials in alphabetical, numerical or chronological order or as established by the division or office. Directories will be updated and distributed as required. The Contractor shall dispose of documents and records in accordance with an NRC approved records disposition schedule and disposition methods.
- o **Provide Timekeeper services for ADM.** The contractor reviews ADM employees time sheets for accuracy of hours worked and leave taken. Edits employee master records and profiles in the NRC Human Resources Management System (HRMS), the agency's time and attendance data base to fit accounting and personnel action changes. Processes corrected time sheets if needed and provides assistance on ADM personnel time and attendance reporting and tracking requirements.
- o **Provide Written Communication Support Services.** The Contractor shall type documents and proofread for accuracy. Document preparation entails the preparation of all documents needed in the daily running of the office. This includes, but is not limited to; letters, forms, manuals, etc. The Contractor will receive draft material, and follow established office procedure to prepare documents according to NRC guidelines. Routine documents will be completed independently.
- o **Provide Typing and Proofing Services.** The Contractor shall type a variety of written correspondence, including but not limited to letters, reports, manuals, meeting minutes, charts or graphs, presentations, and electronic email messages. Skills range from a number of repetitive clerical steps for routine correspondence to more advanced assignments that include: data entry, graphs, charts or columns, using advanced functions, using specialized or technical

terminology to edit and reformat drafts using correctional functional codes, spacing and formatting codes, and transcribing from voice tapes or handwritten drafts. The Contractor shall proofread and edit work assignments for accuracy. Correspondence is free of grammatical, format, and typographical errors. Correspondence is approved within the time frame indicated by the originator. Correspondence has correct signature and is properly routed.

- o **Provide Basic Clerical Research Services.** Contractor staff shall assist ADM staff in researching information for internal and external customers. The requests shall range from identifying and retrieving a document in ADAMS. Contractor shall use a variety of paper or electronic resources to access, research, query, or gather information. Assignments are completed within the time frame established by the requester.

4. **Estimated Level of Effort/Period of Performance:** The contractor will provide the services described above on a full time basis in accordance with the fixed priced hourly rate specified in Section B of contract no. NRC-10-04-398 for an Advanced Secretary. The base period of this task order is expected to commence on September 15, 2004, and expire on September 14, 2005. It is estimated that 2,087 regular hours shall be provided by one contractor personnel on a full-time (8-hours minimum per-day basis). The contractor shall perform these services for NRC/ADM between the hours of 0815 - 1700, with a 45-minute lunch break taken at mid-day, Monday through Friday, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The Contractor shall not charge or bill for their contractor employee's absences, lunch breaks, and holidays.

During the option period (September 15, 2005 - September 14, 2006), approximately 2,087 hours are anticipated. NRC reserves the right not to exercise this option period.

The Contractor may be required by NRC to work, with prior approval of the TM, extended hours in excess of 8-hours per-day to ensure timely completion of work. Due to workload, occasional overtime may be required (note: overtime applies to those hours worked in excess of 40-hours in a week, instead of those hours in excess of 8-hours in a day); however, it must be approved by the TM prior to commencement of any overtime. The Contractor shall be available to work up to five (10) hours of overtime per work-week, but not to exceed 200 overtime hours for the year, unless increased by later subsequent modification to this Task Order.

There might be mission situations that require the Contractor to work other than normal hours to include evenings. Some of these situations are contingency operations or weather emergencies. Such scheduling may require work to be accomplished at times other than normal duty hours. The TM or CO shall inform the Contractor as far in advance as is possible to plan for such duty.

5. **Privacy Act.** - Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.
6. **Key Personnel** - The proposed and assigned contractor's personnel under this task order shall be deemed as a key contractor personnel and the contractor shall therefore obtain review and approval by the NRC Contracting Officer prior to assigning or substituting the proposed contractor key personnel. In the event of temporary absences such as but not limited to contractor personnel's time off, illness, and vacation leave, the

contractor shall immediately provide, as interim coverage, a qualified substitute contractor employee for the period of time during the key contractor employee's absence.

7. **Government Furnished Equipment** - As part of contract performance the NRC may provide the contractor with information technology (IT) equipment and IT services or IT access as identified in the solicitation or subsequently as identified in the contract or delivery order. Government furnished IT equipment, or IT services, or IT access may include but is not limited to computers, copiers, facsimile machines, printers, software, phones, Internet access and use, and email access and use.

The contractor (including the contractor's employees, consultants and subcontractors) shall use the government furnished IT equipment, and/or IT provided services, and/or IT access solely to perform the necessary efforts required under the contract.

The contractor (including the contractor's employees, consultants and subcontractors) are prohibited from engaging or using the government IT equipment and government provided IT services or IT access for any personal use, misuse, abuses or any other unauthorized usage.

The government reserves the right to withdraw or suspend the use of its government furnished IT equipment, IT services and/ or IT access arising from contractor personal usage, or misuse or abuse; and/ or to disallow any payments associated with contractor (including the contractor's employees, consultants and subcontractors) personal usage, misuses or abuses of IT equipment, IT services and/ or IT access; and/or to terminate for cause the contract or delivery order arising from violation of this provision.

8. **NRC Non-Disclosure/Confidentiality Agreement** - The contractor's personnel shall handle or have access to files or information that includes internal for official use only information, personal information subject to the Privacy Act, commercial, financial, scientific, technical and proprietary information that is subject to the Trade Secrets Act, and the economic Espionage Act. Unless provided with written permission by ADM, neither the contractor nor any of its personnel shall disclose or use this information or provide this information to anyone outside of ADM.
9. **Non-Personal Services** - The contractor and the contractor's assigned personnel shall understand and acknowledge that the services provided under this task order to support the NRC/ADM did not and will not create an employer-employee relationship between the government and the contractor's assigned personnel. The contractor's assigned personnel shall not address or identify themselves as an NRC and/or ADM employee.